

Building Administrator Fact Sheet

Building Administrators have an important role in maintaining BOMA/Chicago member benefits to building member employees. Administrators have authority to approve building membership activity by authorizing employee lists and maintaining accurate building information to maintain the integrity of the exclusive BOMA/Chicago member benefits you and your team receive like our events, resources and advocacy efforts.

BOMA/Chicago's new website works in conjunction with a new and improved association management system (AMS), which allows members the opportunity to manage their BOMA/Chicago activity through the website. BOMA/Chicago does not limit member benefits to a set number of employees per building -- **all employees of a member building are given membership privileges!** That is why it is important to have a designated Building Administrator to ensure the new system is accurately capturing, storing and effectively managing membership data.

The administrator role will not take a lot of time or effort. The below outlines what is needed:

First Time Logging into BOMA/Chicago Website

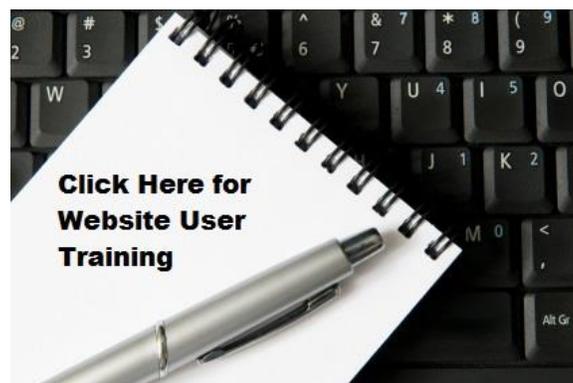
1. Sign-in and verify the following information (this only needs to be done once -- the first time you sign-in):
 1. Is your information correct?
 2. Is the list of building employees correct?
 3. Is your building information correct?
2. Make necessary adjustments to information (e.g., add or remove building employees, change contact information, etc.)

On-going Needs

1. Add New employees
2. Remove former employees
3. Update building information (e.g., changes in contact information, square footage, etc.)

Logging into the new website is easy. The address is the same: www.bomachicago.org. You will use the same username and password you did for the previous site. No worries if you forgot your login information -- the new website will forward that information directly to your email address.

Additional information and training materials will be posted soon. Please click on the below graphic on the Homepage for online support.



Please let us know how you like the new website and don't hesitate to contact us if you need assistance -- we are happy to help.

Thank you!